App. F. IX-4

40-41

~~193~~ .

Previous References (1+3)

File No. 70.40

Serial Nos. 1+9

Later References.

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

(10)

Part B for Jan 41

SUBJECT.

Standard list of forms
of Geological Dept

9)

To The Supdt Pkg
- Supdt of Govt

WD 0573—GPB—22,500—12-9-39

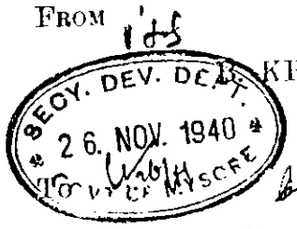
5727—8 of 11/1
Sanctions Nil

No. P. C. 60

Encl. 3 statements of 2 copies each;
copy of letter from Director of geology.

OFFICE OF THE SECRETARY, PRESS COMMITTEE.
GOVERNMENT PRESS,
Bangalore, dated .....16th November 1940.
22.

FROM



B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

1839

The Secretary to Government,
Development Department, Bangalore.

SIR,

Subject:- Standardised list of Forms of Geological Department.

PDS 70-40-1

I have the honour to submit herewith a standard list of forms used in Geological Department, in duplicate, together with the statement of common and financial forms required by the Department, one set duly countersigned by the Director and to request you to kindly arrange to obtain sanction of the Government for the same. One copy of the list may kindly be returned for reference. A copy of the Director's letter No.G.950, dated 11-11-1940, requiring certain alterations to be made in the list is also enclosed for reference. Necessary corrections have been made in the list. Serial No.1 to 4, ~~and~~ viz Financial No.28, 29 and 32 are not supplied to Departmental Officers and they have to be obtained from Treasuries when necessary as per existing practice and hence these are not included in the list.

I have the honour to be,

Sir,

Your most obedient servant,

Secretary,
Press Committee.

Sub.

If approved, the Administrative Sectt. will also be consulted in the matter.

DRS. 7.12.40.

In favour of remarks
Addl. Secy, Dev. Dept 3/12 Mrs. KM

Sub: The proposal may perhaps be approved
KM 9/12/40 Dev. Secy 3/12 JCC 10/12/40 10/12

forms required by the Geological Department.

2

General and Revenue Secretariat | PHS File No. 70 of 1940. | [App. F. III-2

Serial No.

Subº with a draft for approval.

24.12.40.

25/12

Dear Secy)

(Ref) 30/XII

2nd

OF MYSORE

3251

2/1/41

4/1/41

OFFICE OF SECOND MEMBER OF COUNCIL. 3 JAN 1941 No. 6.8.7

9 To the Supt Govt Printing and Secy Press Committee and the Comptroller.

No. HF 5127-8 Dt 11-1-41

Sanctions the ~~Printing~~ standard lists ~~supplying~~ of Deptl, Subdl & Common forms to be Printed & supplied to the Dir of Geology. ~~as per the Standard lists now submitted herewith~~.

TYPING SECTION 7 JAN 1941 GEN. & REV. SECTT.

13 20/1/41

GEN. & REV. SECTT. 21 JAN. 1941 SECRET BRANCH.

NOTE—Contn. Sheet.

Sl. No.	Authority	Form No.or page of manual.	Name of form or register.	Size of form or register.	No. of pages in the register.	Whether to be printed on one side or on both sides.	Nature of binding.
1.		/1	D.O. letter-heads(big)	½ F.C.	Nil.	One	Nil
2.		✓	- Do - (small)	⅛ F.C.	Nil	One	Nil
3.		27	Details of Ore extracted and removed during the quarter ending.	F.C.	Nil	One	Nil
4.			Certificate of analysis.	½ F.C.	Nil	One	Nil
5.		1	Application for certificate of approval.	½ F.C.	Nil	One	Nil
6.		1A	Certificate of approval.	½ F.C.	50 leaves.	Both	Thick wrapper stiff back.
7.		2	Exploring License.	½ F.C.	Nil	One	Nil
8.		3	Application for ~~prospecting~~ prospecting license.	-do-	Nil	One	Nil
9.		4	Prospecting License form.	F.C.	Nil	Both	Nil
10.		5	Application for Mining Lease.	½F.C.	Nil	One	Nil
11.		6	Mining Lease.	-do-	4 leaves	Both	Booklet without cover
12.			Register of Applications.	Demy	3 Qrs.	Both	Card board with Calico
13.			Prospecting License Register.	-do-	- do -	-do-	- do -
14.			Register of Collecting Licenses.	-do-	-do-	-do-	-do-
15.			Register of Exploring Licenses.	F.C.	2 Qrs.	-do-	-do-
16.			Register of Mining Leases.	Demy.	-do-	-do-	-do-
17.			-do- Out-put	-do-	-do-	-do-	-do-
18.			D.C.B. Register of Prospecting License and Mining Lease.	-do-	2 Qrs. with 2 interleaves.	-do-	-do-
9.			General Receipt register.	F.C.	100 leaves.	Both	Card board calico back
).			Vacancy Register.	.. Not printed.	Blank book may be used.		

AL DEPARTMENT.

3.

ther be ora- or num- d or num- bd.	Kind of paper.	Period of supply.	Quantity.
	20 lb. F.C.	Annual.	500
	-do-	-do-	250
	-do-	-do-	~~300~~ 300 ~~200~~
	26 lb. F.C.	Once in 3 years.	400
	Badami	- do -	250
	20 lb. F.C.	Once in 3 years	4 books.
	-do-	- do -	150
	Badami	- do -	500
	20 lb. F.C.	- do -	500
	Badami	- do -	150
	26 lbs. F.C.	- do-	150
	16 lbs. Demy.	On requisition.	One
	- do-	-do-	Two
	-do-	-do-	Two
	20 lbs.	-do-	Two
	16 lbs. Demy	- do-	Two
	-do-	-do-	Two
	-do-	-do-	Two
age red	20 Lbs F.C.	Once in 3 years.	Three

When the department requires these to be printed it will be done on special requisition

FDR 22/9/10

Sl. No.	Authority	Form No.or page of manual	Name of form or register.	Size of form or register.	No. of pages in the register	Whether to be printed on one side or on both sides.	Nature of binding	Whether to be printed and by whom
21.			Receipt of advances by meanials in camp.	Not printed. Blank paper receipts may be o				
22.			Annual statement of production of Minirals under prospecting and Mining licenses.	½ F.C.	Nil.	One	Nil	
23.			Application for License to search for and collect corandum.	½ F.C.	Nil.	One	Nil	
24.			License - do -	-do-	Nil	One	Nil	
25.			Stock register of Receipt books.	..	Blank books may be used.			
26.			Register of Refund bills.	..	Blank books may be used.			
27.			Sample Registers.	F.C.	125 leaves.	Both	Card board calico	
28.			Annual statement of production of Minirals.	-do-	Nil	Both	Nil	
29.			Application for Licenses to quary or natural stones.	F.C.½	Nil	One	Nil	
30.			Form of Lieense - do -	F.C.½	Nil	Both	Nil	
31.			Purchase order book.	F.C.½	200	One	Rough Wrapper.	(Fi ev sh be and pert
			Register of Lesser Minerals	F C ½	100 leaves	Both	Card Board Calico	

Bangalore,
Dated 17th October 1940.

DRS.

Secretary,
Press Committee

ber be pra- or num- d or num- red.	Kind of paper.	Period of supply.	Quantity.
ned.			
	20 Lbs. F.C.	Once in 3 years.	200
	Badamy	-do-	200
	26 lbs. F.C.	-do-	200
	20 Lbs. F.C.	On requisition	2
	-do-	Once in 3 years.	200
	Badamy	-do-	200
	20 lbs.F.C.	-do-	200
number of	Badamy	Once in 5 years.	5 books.
	20th F.C	—do—	2 Books —

Coimbatore Signed —

P.O.R. amalgs

Director of Geology

Mysore Geological Department.

7/11/40.

List of Financial forms, registers, etc., required by Geological Department.

Sl. No.	Form No.	Name.	Period.	Quantity.
1.	F.3.	Advance register.	On requesition.	1 book
2.	F.5.	Last Pay Certificate.	Annual	1 book
3.	8	Gazetted Officer's Salay Bill.	-do-	75
4.	9	Report of Transfer of Officers.	-do-	1 book
5.	10	Travelling Allowance bill.	-do-	20
6.	11	Annual Return of Establishment.	-do-	4
7.	12	Proposition statement.	-do-	4
8.	13	Pay bill of establishment.	-do-	30
9.	14	Absentee statement.	-do-	25
10.	15	Increment certificate.	-do-	10
11.	17	Acknowledgment of Permanent Advance in August and to be furnished by reliving officer.	-do-	8
12.	18	Detailed contingent register.	-do-	big 2 books.
13.	19	Receipts for Service Postage Stamps.	-do-	12 sheets.
14.	21	Detailed Contingent Bill payhble at the Treasury.	-do-	50
15.	23	Bill for refund of Revenue.	-do-	25
16.	25	Application for House Building or House Purchase Advance.	-do-	5
17.	27	Motor Car or motor cycle advance.	-do-	5
18.	28	Bicycle Advance	-do-	5
19.	30	Statement of recoveries made from Establishment bill on account of advance.	-do-	50
20.	31A	Plus and Minus Memo of personal deposit.	-do-	30
21.	31	Re-appropriation statement.	-do-	4
22.	33	State Life Insurance premia deduction statement.	-do-	30
23.	36	Furniture register.	On requisition.	1
24.	37	Library register.	-do-	1
25.	37C	Stock verification report.	Annual	4
26.	38	Application for pension or Gratuity.	-do-	4
27.	~~39~~ S17 6	~~Income Tax deduction statement.~~ Application for Provident Fund with drawal	~~-do-~~	3. ~~2 books.~~
28.	41	Drawing Officers' Certificate.	-do-	12
29.	F.41A	Statement to accompany indents for Foreign orders.	-do-	12

7DR
2219/11

Sl. No.	Form No.	Name.	Period.	Quantity.
30.	✓54	Classified cash books.	Annual.	4 books.
31.	✓56	Acquittance Roll.(	-do-	~~1~~ book.
32.	57	Chellan books.	-do-	10 books.
33.	69	✓Repayment of Revenue Deposit.	-do-	15
34.	73	✓Refund of lapsed deposit.	-do-	~~10~~
35.	SPFØ3 Fl.34.	Schedule of Subscription to State Provident Fund.	-do-	40
36.	SPF/1	Application for addmission, of -do-	-do-	6
37		Leave Calculation Sheet —		50
38	M Sd. 9 51	Proposals for Insurance	— do —	10
39	G.3	Certificate of Medical Superior	— do —	10
40		Enhancement for Service Register	— do —	10.

Bangalore,
Dated 18th October 1940.

Secretary,
Press Committee.

DRS.

Director,
Mysore Geological Department.

Statement showing the details of common forms, registers, etc.

Sl. No.	Name of form.	Period.	Quantity.
1.	Gazetted Officer's Leave application form.	Annual	10 15
2.	Non-Gazetted Officer's Leave Application Form.	-do-	~~10~~
3.	File facing sheets.	-do-	~~200~~ 300
4.	C.R.B. Statements A.B.C.D & E.	-do-	each 10
5.	Tappal book.	-do-	4
6.	Service Post Cards.	-do-	150
7.	Bill Register.	-do-	1 book
8.	Requisition slips.	-do-	500
9.	Monthly statement of arrears.	-do-	5
10.	Register of reference.	-do-	6
11.	R. Disposal Register.	-do-	12
12.	D. Disposal Register.	-do-	12
13.	Current register - ordinary.	-do-	6
14.	Periodical Register.	-do-	1
15.	Stock list of periodical	-do-	1
16.	Petition register.	-do-	2
17.	Stock List and Ledger register.	-do-	6
18.	Record register.	-do-	4
19.	Docket form (big)	-do-	500
20.	Small(-do-)	-do-	1,000
21	Comment Register	-do-	5 Arrs
22	Order Register	-do-	12 Arrs

Bangalore,
Dated 18th October 1940.

Secretary,
Press Committee.
28/10/40.

DRS.

Director,
Mysore Geological Department.
7/11/40.

Letter No.G.950, dated 11th November 1940, from the Director of Geology in Mysore, Bangalore, to the Secretary, Press Committee, Bangalore.

- - - - -

With reference to your letter No.5, P.C/Enc:3, dated 23/26th October 1940, enclosing the three standard lists of forms, etc., for countersignature, I have the honour to state as follows:-

The quantities as shown in your standard lists of the following forms will not be sufficient. Increased quantities as shown hereunder may kindly be provided in the standard lists.

Kind of form.	Sl.No. in the list.	Form No.	Name of form.	Quantity required
Departmental	3	27	Details of Ore extracted and removed during the quarter ending.	300
Common form.	32		File facing sheets.	300
Financial	34	73	Refund of lapsed deposit.	15
Common form.	2		Non-gazetted officers leave application form.	15

The following forms which were included in our lists but are now seen to have been left out in the standard lists, may kindly be included in the lists:-

1. M.S.L.I/G.1 Proposal for Insurance. 10
2. -do- G.3 Certificate of official superior 10
3. Extract form the Service Register in regard to date of birth. 10
4. Current register of papers received. 5
5. Index registers. 12

The following forms, etc., which will be required by the Department may also be kindly included in the list and supplied:-

Financial Forms.

1. Finl. 28. Form of Mortgage Bond with collateral Security in cases of House Building Advances. 3
2. " Supplemental agreement to be executed by officers taking House Building Advances. 3
3. " 29. Form of Reconveyance for House Building Advance. 3
4. " 32. Form of Mortgage bond for Motor car or Motor cycle interest bearing advances. 3
5. " 33B. Form of Mortgage bond for Bicycle advance. 3

6.	Finl.S.P.F.6.	Application for Provident Fund withdrawals.	3
7.	"	Leave calculation sheets.	50
8.	"	Combined pay bill and acquittance roll register (vide No.31).	2

Departmental Forms.

Sl. No.	Form No.		
1	2	Register of Lesser Minerals (sample is enclosed).	2 books.

The three lists of forms received from you are herewith returned duly countersigned subject to the inclusion of the forms and registers mentioned above.

- - - - -

" C o p y "

24/11/40

Secretary,
Press Committee.

DRS/16-11-40.

G. R. S. App. F VI—G 2]

SUBJECT 10

.....

.....

Diary No. of letter replied to .....

General and Revenue Secretariat

( )

the *193* .

Date of issue ..... 11/1 .....193 .

Signed by ..... M. Nuneesh

Section. Pts

File No. 70-40.

Serial No. 9

Proceedings of the Government of His Highness the Maharaja of Mysore

Read— Letter No. P.C. 60 & 22.11.40 from the Secy, Press Committee, Bangalore, Submitting for the sanction of Govt. two sets of ~~copies of~~ the standard lists of departmental, financial & common forms to be printed & supplied to the Director of Geology in Mysore, Bangalore, one set duly countersigned by him.

Order thereon.—No. A. 7 5727

Sanctioned.

Dy Secy to Govt.

To The Supdt, Govt. printing & Secy, Press Committee (with a copy each of the lists)

Comptroller & Govt.

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read :—

Letter No.P.C.60 dated 22-11-1940 from the Secretary Press Committee, Bangalore, submitting for the sanction of Government two sets of the standard lists of departmenta financial and common forms to be printed and supplied to the Director of Geology in Mysore, Bangalore, one set duly countersigned by him.

ORDER NO. A J 5727-8 Pts.

Dated, Bangalore, the 4 January 1941.

S a n c t i o n e d.

7.1.41

For Secretary to Government,
Development Department.

The Superintendent, Government Printing and Secretary, Press Committee (with a copy each of the lists).
" Comptroller to Government of Mysore.

K.M.R.3.